

**MINNESOTA DISTRICT COURT  
TENTH JUDICIAL DISTRICT**

**JUDICIAL LAW CLERK  
Appointing Authority: The Honorable Sean Gibbs**

<b>OFFICE &amp; LOCATION</b>	<b>CLASS</b>	<b>WORK SCHEDULE</b>
Tenth Judicial District Anoka County Courthouse Anoka, MN	Judicial Law Clerk	Full-time Mon.-Fri. – 8:00-4:30

The Honorable Sean Gibbs, who is chambered in the Anoka County Courthouse, Anoka, Minnesota, is seeking a qualified person to fill a full-time judicial law clerk position.

**DESCRIPTION:** Judicial clerks work directly with the District Court Judge performing legal research, drafting memoranda and jury instructions. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

The successful candidate will be articulate, self-motivated, and an excellent writer. Solid academic and analytical skills are required. Applicants must have the ability to effectively communicate, verbally and in writing. Computer literacy is important, familiarity Westlaw and Microsoft Word/Windows operating system preferred.

**MINIMUM QUALIFICATION:** Graduate of an accredited law school. An attorney who has taken the Minnesota Bar Exam is preferred. We will also accept applications from those who will graduate by July of 2008.

*Successful candidate will be required to pass a criminal background check prior to appointment.*

**SALARY:** \$20.43/hour (\$42,664 annual). Includes full State of Minnesota benefits package. For benefit information visit [www.doer.state.mn.us](http://www.doer.state.mn.us).

**APPLICATION DEADLINE:** Applications accepted until 4:30 p.m. on Friday, May 30, 2008.

**TO APPLY:** Download an application from [www.mncourts.gov](http://www.mncourts.gov), or obtain by calling (763) 279-0171. Submit completed application form, cover letter, resume, short writing sample, and unofficial transcript of grades to (you must re-submit your application materials even if you recently applied for a clerkship within the Tenth Judicial District):

**Tricia Hedin  
Tenth Judicial District  
7533 Sunwood Drive NW, Suite 306  
Ramsey, MN 55303**

**Equal Opportunity Employer  
Position # 00293910**